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# 2015 ANNUAL REPORT OF THE LEESBURG PLANNING COMMISSION

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## INTRODUCTION

The Planning Commission is pleased to offer its 2015 Annual Report to the members of the Town Council pursuant to Section 16-3(6)(g) of the Town Zoning Ordinance.

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## MEMBERSHIP AND STAFF CHANGES

In January, Mary Harper was elected Chair of the Planning Commission, Doris Kidder was elected Vice Chair and Brett Burk continued as Parliamentarian.

Sharon Babbin joined the Planning Commission in January, replacing Earl Hoovler.

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## ZONING CASES

The Planning Commission held 20 meetings in total during the 2015 Calendar year.

The Commission heard 4 special exception cases, 9 rezoning and or/concept plan/proffer amendments and 6 Town Plan and Zoning Ordinance Amendments.

The number of cases reviewed this past year is generally consistent with the number of cases reviewed by the Commission in each of the past four years. Data for the past four years shows that the Planning Commission has reviewed 82% of these cases in one meeting.

Four cases were carried over to additional meetings. These included:

- Crescent Parke Town Plan Amendment and Rezoning Application (78 days)
- Village at Leesburg Land Bay C Rezoning Application (15 days)
- Potomac Station Market Place Rezoning Application (105 days)\*
- Patriot Self Storage Rezoning Application (22 days)

For three of these applications, the number of days taken to review the applications is well within the time specified in the Zoning Ordinance which allows a maximum period of 100 days.

\*Potomac Station Market Place was over the 100 day limit as the October 5, 2015 meeting was cancelled due to inclement weather

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## OTHER WORK SESSION ITEMS



Bikeways in Leesburg— On July 2nd, Dennis Kruse, Bike Loudoun, gave a brief overview of a plan to implement key initial routes for future growth of bike and trail networks. Mr. Kruse discussed possible trail connections to the WO&D Trail, bike lanes and signage. The Planning Commission voted to send a recommendation to Town Council to initiate a Town Plan Amendment to accommodate the creation of a connective bikeway.

Applicant-Initiated Town Plan Amendments— On September 17th, the Planning Commission adopted a concurrent/sequential process that will be used when reviewing a Town Plan Amendment submitted concurrently with a rezoning. Town Council endorsed the Planning Commission's recommended change on October 27, 2015 through Resolution 2015-125.

Watershed Committee Presentation — On September 17th, Neely Law, EAC and Watershed Committee, gave a presentation on proposed watershed plans for Big Spring and Cattail Branch.

Tree Work Session— On November 19, Bill Ference from the Department of Parks & Recreation provided an overview of tree activities that the Town has been involved in over the past year. And included the Tree Canopy, Tree Planting Efforts, Maintenance, Organization and Budget, and Tree Commission Outreach.

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## PLANNING COMMISSION RETREAT

The annual retreat was held on April 2nd. The theme for the agenda was transportation and staff provided briefing on topics and entertained questions and discussion with the Planning Commission. Specific topics included:

Transportation Planning - This component addressed local, regional, and state transportation plans including the Town of Leesburg priority transportation list and Town Plan planned transportation network; the Loudoun County Countywide Transportation Plan (CTP); and the Northern Virginia Transportation Plan called, TransAction 2040.

Private Land Development Proposals and Transportation - This section of the agenda dealt with how a Transportation Impact Analysis (TIA) is scoped and used in the land development review process. Appendix B of the Town Plan (off-site transportation proffer guidelines) and how proffers used to mitigate impacts identified in the TIA.



## CAPITAL IMPROVEMENTS PROGRAM

At its February 19 meeting, the Planning Commission held a public hearing on the CIP for FY2016-2021. The Commission moved to forward the CIP on to the Town Council with a recommendation of approval subject to the following changes:

1. Removal of the proposed traffic signal at Catoctin Circle and Edwards Ferry Road
2. Consider moving Project 19 , Taxi and Runway Lighting Rehabilitation Project, to sooner in the Plan

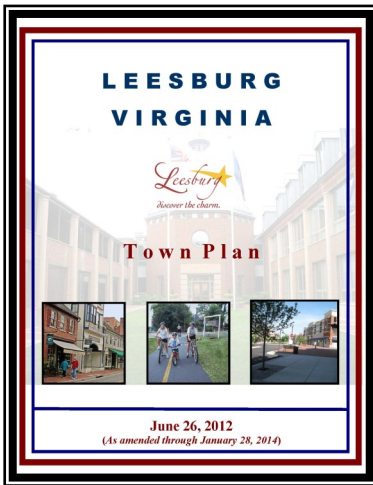


## “DOING THE JOB OF A PLANNING COMMISSIONER” TRAINING WORKSHOP

On Saturday, April 25th, the Planning Commission hosted a training workshop, led by Dr. Michael Chandler, Director of Education, CPEAV at the Thomas Balch Library. Dr. Chandler led discussion on Planning and Zoning Statutes and Updated Case Law; Mixed Use Development; and Transportation’s link with land use planning. The workshop was attended by Planning Commissioners, Council Members, and Planning Professionals from surrounding jurisdictions.

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## TOWN PLAN ACTION PROGRAM UPDATE



In December 2015, Staff provided the Planning Commission with a status report on the Town Plan Action Program and Priority Items:

### Floodplain Ordinance Updates:

A major portion of this project has been completed and involves drafting updates to our ordinances consistent with the guidance provided by FEMA. Staff work on this project was stopped temporarily to focus on other priority land development applications. Work is expected to resume in March. The ordinance amendments will be reviewed by the Planning Commission and Council in the summer of 2016.

### Incorporation of Low Impact Development Measures in the Zoning Ordinance and DCSM:

This recommendation was generated by the EAC and the Watershed Committee to initiate changes to our ordinances and to promote Low Impact Development Management. Council gave the go-ahead to staff to incorporate work on these recommendations in Department work plans. Work on this project is scheduled to begin once the Flood Plain Ordinance has been completed. These amendments may be reviewed by the Planning Commission in 2016.

### Update of the H-2 Guidelines/ East Market Street Small Area Plan:

The Plan area is East Market Street located between Potomac Station Drive and Tuscarora Creek along East Market Street east of the bypass. The Plan will focus on Land Use, Transportation, and Design Objectives. Staff will primarily focus on refining policy direction in this area and reviewing the H-2 Guidelines to determine if there is a need to change, remove or replace the H-2 Guidelines. Work is expected to start in January 2016 and continue throughout the year.

### CIP Criteria:

The development of the CIP Criteria has been completed and was successfully implemented in the FY 2016 budget process. This is the first year of the bi-annual budget and Department Directors had the opportunity to bring new projects forward to be reviewed and ranked utilizing the newly developed criteria.

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## CASE DETAILS FOR 2015

### SPECIAL EXCEPTION CASES

Village at Leesburg Veterinary Hospital	Leegate
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### REZONING AND/OR CONCEPT PLAN/PROFFER AMENDMENTS

Crescent Place	Poet's Walk
Crescent Parke	Patriot Self Storage
Potomac Station Market Place	Village at Leesburg Daycare
Village at Leesburg, Land Bay C	
Leegate	

### TOWN PLAN AND ZONING ORDINANCE AMENDMENTS

Definition of Office and Light Industrial	Independent Living for Young Adults Text Amendment
Parking Credit for Demolition Projects in the Downtown	Davis Avenue
2015 Zoning Batch	Crescent Parke

### COMMISSION PERMIT REVIEWS

N/A

### CRESCENT DISTRICT DESIGN MODIFICATION REQUESTS

N/A

## A LOOK AHEAD FOR 2016

- The Planning Commission will be addressing land development applications as they work through the review process. At this point, active applications that are anticipated to get to the Planning Commission in 2016 include, but will not be limited to:
  - Leesburg Plaza
  - Courthouse Expansion Downtown
  - Crescent Parke
  - Leesburg South Rezoning (formerly Meadowbrook Commercial)
  - S. King Street Multi-family
  - Montfair (formerly Sycolin Commons)
  - River Creek Age Restricted Housing
  - Brown's Car Sales
- The Planning Commission will work on various Zoning Ordinance amendments as required. At this point, known amendments that will be reviewed by the PC include:
  - Parking requirements for development downtown
  - Floodplain Ordinance updates
  - Revisions to address LID objectives
- Staff will bring forward the annual Zoning Ordinance batch in the fall for Planning Commission review.
- The annual Planning Commission Retreat will be scheduled in the March timeframe.

### Planning Commission Members for 2015

Mary Harper, Chair

Doris Kidder, Vice Chair

Brett Burk, Parliamentarian

Ad Barnes

Sharon Babbin

Gigi Robinson

Lyndsay Welsh Chamblin

Kristen Umstattd, Council Representative

### Planning & Zoning Staff Liaisons

Susan Berry-Hill, Director of Planning & Zoning

Karen Cicalese, Clerk of the Planning Commission

